

BLANKET APPROVAL FOR OUT-OF-STATE TRAVEL

STD. 260 (REV. 5-94) FMC

Send 6 copies to DIRECTOR OF FINANCE

DOCUMENT NUMBER

DATE

TO: Honorable Governor of California
SACRAMENTO

Under the provisions of Section 0730 et seq. of the State Administrative Manual and Sections 1062, 11032, and 11033 of the Government Code, advance approval is requested for travel in the following amount as provided for the current budget of this Department. All travel performed as a result of this approval shall be within the criteria for out-of-state travel.

STATE DEPARTMENT

FISCAL YEAR OR OTHER APPLICABLE DATE

ACCOUNTING OFFICE ONLY

FUND(S) FROM WHICH EXPENSE TO BE PAID

ALLOTMENT AVAILABLE

AMOUNT OF THIS REQUEST

TOTAL EXPENSE OF ALL TRIPS NOT TO EXCEED

I HEREBY CERTIFY upon my own personal knowledge that the amount available for travel out-of-state shown above is correct per the Allotment Expenditure Ledger.

AFTER BR NUMBER

ACCOUNTING OFFICER (Signature)

**STATE AGENCY APPROVAL**

WE HEREBY CERTIFY that all individual travel authorizations granted pursuant to this request will be in accordance with the criteria for out-of-state travel in the State Administrative Manual.

REQUESTED BY**APPROVED BY**

DEPARTMENT DIRECTOR (Signature)

DATE SIGNED

AGENCY ADMINISTRATOR OR OTHER AUTHORIZED OFFICIAL (Signature)

DATE SIGNED

Honorable State Controller
SACRAMENTO

Approval is granted for the above-mentioned out-of-state travel. Authorized expenses will be paid by the State of California, upon presentation of properly certified and itemized bills.

APPROVED**APPROVED**

DIRECTOR OF FINANCE (Signature)

DATE SIGNED

GOVERNOR OF CALIFORNIA (Signature)

DATE SIGNED

